

No. 673/FD/F3/2022-23
Government of Puducherry
Finance Department

Puducherry, dt. 10.08.2022

CIRCULAR

Subject: Administrative Departments to exercise due care in the preparation of Tender/EOI/RFP Documents – Concurrence of Finance Department not to be construed as vetting of the Tender/EOI/RFP Document

Ref: Circular No. 748/FD/F3/2022-23, dt. 06/07/2022 of the Finance Department, Puducherry

Attention is invited to the circular cited under reference, wherein all Government Departments/Autonomous Bodies have been instructed to henceforth undertake Procurements in strict compliance with the GFR and the Manuals on Procurement of Goods, Works and Services issued by Department of Expenditure, Ministry of Finance, Government of India (**DOE**), and the orders/circulars of the Finance Department, Puducherry.

2. The Departments may, if necessitated, *supplement* the DOE Manuals to suit their local/specialized needs, by issuing their own detailed manuals or instructions including customized formats, Standard Bidding Documents and Schedule of Procurement Powers as guidance for their own Procuring Officers.

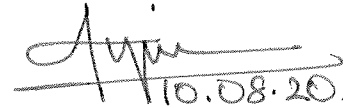
3. While submitting the procurement proposal to the Finance Department for Administrative Approval (**A/A**), the Department shall bring out the following *on the main notesheet* for due examination:

- (i) Scope of the work
- (ii) Technical and Financial Eligibility Criteria of the bidders
- (iii) Bid Variable/ Evaluation Criteria for Award of Procurement
- (iv) Expected Cost and the Timeline of the Procurement
- (v) Responsibility of the Contractor/ Operator and Government Obligations
- (vi) Rationale for deviations from Standard Conditions and/or Special Conditions of Contract, if any

- (vii) Mechanism to Handle Disputes
- (viii) Service Level Agreement (**SLA**), if any
- (ix) Composition of the Tender Committee (**TC**) to evaluate the bids

4. However, the concurrence accorded by the Finance Department towards A/A for the procurement shall not be construed as vetting of the Tender/ Expression of Interest (**EOI**)/Request for Proposal (**RFP**) document by the Finance Department. The responsibility for detailed vetting of the Tender/EOI/RFP documents shall lie with the Procuring Department. Therefore, concurrence by the Finance Department for A/A shall not constitute any limitation on further examination, if necessitated, of the proposal by the Finance Department at the stage of expenditure sanction (**E/S**).

//By Order//



10.08.2022

(Arjun Ramakrishnan)
Under Secretary (Finance)

All Secretaries/ HoDs/Heads of Offices/Heads of Autonomous Bodies
All Secretariat Departments
All SAOs/JAOs for scrupulous implementation

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The P.S. to the Chief Secretary